

\*CELRDM 690-1-43

**DEPARTMENT OF THE ARMY**

U.S. Army Engineer Division, Great Lakes and Ohio River  
Corps of Engineers  
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CELRD-HR/RM

Memorandum  
No. 690-1-43

1 February 2000

Civilian Personnel  
**ALTERNATE WORK SCHEDULE TIME RECORD**

1. Purpose. This memorandum communicates the procedures for recording time under the Great Lakes and Ohio River Division's Variable Workday Plan.
  2. Applicability. This memorandum applies to all Ohio River office employees covered by the Variable Workday Plan.
  3. Reference: CELRDM 690-1-28, Variable Workday Plan.
  4. Procedures. ENG Form 4704, Alternate Work Schedule Time Record, is the authorized method for accounting for hours worked under the Variable Workday Plan. Following are the general rules for the maintenance and completion of the form.
    - a. A separate form must be completed every pay period by every employee on the Variable Workday Plan. Each employee is responsible for posting arrival and departure times on a daily basis and completing other parts of the form to identify hours worked, leave and credit hours taken. Timekeepers will use the data on this form to post Time and Attendance data to the Corps of Engineers Financial Management System (CEFMS).
    - b. Arrival and departure times will be posted as actual clock hours (24 hour clock), no rounding. Only the original arrival time and the departure time at the end of the workday will be posted unless leave or credit time is authorized during the day.
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\*This memorandum supersedes CEORDM 690-1-43, 24 September 1996.

(1) If an employee works an eight hour day and does not take an extended lunch period, only the arrival time in the morning and the departure time in the afternoon will be posted to the ENG Form 4704. The ½ hour authorized lunch period will be deducted from the total clock hours in computing the total hours worked.

(2) If an employee requests authorization to extend his/her lunch period with leave or credit hours, the ENG Form 4704 must reflect the original arrival time in the morning, the departure time for the extended lunch, the arrival time when returning from lunch, and finally, the departure time at the end of the workday.

(3) The employee is responsible for signing for credit hours or other type of approved leave when the total hours worked between 0630 and 1800 hours does not equal their daily tour of duty.

c. The ENG Form 4704 may be maintained at each employee's workstation or all forms for the office may be maintained in a central location. Each organizational unit, with employee input, will determine which method is most suitable for their office. In either case, the forms must be available at all times for review by both the immediate supervisor and the timekeeper. The forms will not be maintained in an employee's desk drawer.

d. Each employee is responsible for maintaining the running balance of credit hours on their ENG Form 4704. Employees are responsible for maintaining accurate credit hour balances. The balance on the Earnings and Leave Statement represents the official credit hour balance maintained by the Defense Civilian Payroll System (DCPS). When the credit hour balance on the ENG Form 4704 does not equal the credit hour balance on their Earnings and Leave Statement, the employee is responsible for resolving the difference in coordination with the timekeeper. Employees, supervisors and timekeepers are responsible for ensuring that credit hours used do not exceed the balance maintained by DCPS.

e. At the end of the pay period, each employee must sign their ENG Form 4704 to certify that the data reported is accurate. Supervisors are not required to sign the ENG Form 4704 since their certification in CEFMS certifies the accuracy of the data. Timekeepers may initial or sign the ENG Form 4704 to indicate that the data has been posted to CEFMS.

CELRDM 690-1-43  
1 February 2000

5. Examples: Attachment A is a sample of a completed ENG Form 4704. The sample contains examples of the most common situations under the variable workday plan. Attachment B an explanation of the entries on the form at Appendix A.

FOR THE COMMANDER:

/s/  
SEAN M. WACHUTKA  
Colonel, Corps of Engineers  
Deputy Commander

2 Appendices  
APP A -- Sample ENG FORM 4704  
APP B -- Explanation of Entries on  
Sample ENG FORM 4704

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APPENDIX B  
EXPLANATION OF ENTRIES ON SAMPLE ENG FORM 4704,  
ALTERNATE WORK SCHEDULE TIME RECORD

1. 2/13/00 Sunday - No hours reported.
2. 2/14/00 Monday - Employee worked from 0730 to 1600 which equates to 8 and ½ hours on the clock. The employee deducts the ½ hour authorized for lunch and records 8 “Total Hours Worked” and 8 “Reg Pay Hours Worked.”
3. 2/15/00 Tuesday - Employee worked from 0728 to 1800 which equates to 10 hours and 32 minutes on the clock. The employee deducts the ½ hour authorized for lunch which results in 10 “Total Hours Worked.” The employee records 8 “Regular Pay Hours Worked” and 2 “Credit Hours Earned.”
4. 2/16/00 Wednesday - Employee worked from 0725 to 1958 which equates to 12 hours and 33 minutes on the clock. The employee deducts the ½ hour authorized for lunch which results in 12 “Total Hours Worked.” The employee records 8 “Regular Pay Hours Worked” and 4 “Paid Overtime” hours since the overtime was directed and approved in advance.
5. 2/17/00 Thursday - Employee worked from 0730 to 2000 which equates to 12 and ½ hours on the clock. The employee deducts the ½ authorized lunch which results in 12 “Total Hours Worked.” On this particular day only 2 hours were directed and approved for overtime and the employee elected to work an additional 2 hours under the alternate work schedule. The employee records 8 “Regular Pay Hours Worked,” 2 hours “Paid Overtime” and 2 “Credit Hours Earned.”
6. 2/18/00 Friday - Employee worked from 0716 to 1220 which equates to 5 hours and 4 minutes on the clock. The employee indicates on the form that no lunch was taken so the total 5 hours is recorded under “Total Hours Worked” and “Regular Pay Hours Worked.” Since the employee stopped work because of illness, 3 hours are charged to “Sick Leave” in order to account for the 8 hour daily work requirement.
7. 2/19/00 Saturday - Employee worked from 0800 to 1205 which equates to 4 hours and 5 minutes on the clock. Since Saturday is a non-workday and overtime was directed and approved in advance, the employee records 4 “Total Hours Worked” and 4 hours “Paid Overtime.” (Note: Credit Hours cannot be earned on a non-workday.)

Appendix B  
1 February 2000

8. 2/20/00 Sunday - No hours reported.
9. 2/21/00 Monday - President's Day holiday. Employee reports 8 hours in the "Holiday" column.
10. 2/22/00 Tuesday - Employee used 8 hours of annual leave and records 8 hours in the "Annual Leave" column.
11. 2/23/00 Wednesday - Employee was authorized to use 8 hours of leave without pay (LWOP). Eight hours are recorded in the "Other Leave" column and are identified as "LWP" in the "Type" column. (NOTE: This sample is for illustration purposes only. Normally, an employee would not be authorized LWOP when they have other leave that could be used and would not be authorized overtime in a pay period in which annual leave is taken.)
12. 2/24/00 Thursday - Employee worked from 0630 to 1130 which equates to 5 hours on the clock. The employee indicates on the form that no lunch was taken so the full 5 hours is posted to "Total Hours Worked." The employee elects to use 3 credit hours to make up the 8 hour work requirement and therefore posts 3 hours to the "Credit Hours Used" column.
13. 2/25/00 Friday - Employee worked from 0630 to 1030 and was then authorized an extended lunch period from 1030 to 1400. The employee then returned to work at 1400 hours and worked until 1800 hours to account for the daily 8 hour work requirement. Since the employee was authorized ½ hour lunch period, the employee must report the additional departure and arrival time on the form to indicate they were off the clock; however, since the employee was still able to meet the 8 hour work requirement between the hours of 0630 and 1800, there is no requirement that the employee sign for leave. In this case the employee reports 8 "Total Hours Worked" and 8 "Regular Pay Hours Worked."
14. 2/26/00 Saturday - Employee worked from 0800 to 1630 which equates to 8 and ½ hours on the clock. The employee deducts the ½ hour authorized for lunch. Since this is a non-workday and the employee requested compensatory time in lieu of paid overtime, the hours are recorded as 8 "Total Hours Worked" and 8 hours "Comp Time Earned."